

Reviewing submission in EasyChair

This tutorial will show you how to answer and review conference submissions to EasyChair.

Answer to email request for a review

1. Submission review request email contains a link for an answer. Click the link. Example link:

Alternatively, if you do not wish to use your EasyChair account, you may visit the Web page https://www.easychair.org/conferences/revrequest_offline.cgi?code=F4Y5mYetKH82x0R2mkQw

2. On this page you download a submission and you answer this request with selecting 'Your decision' and click 'Select and/or Send Message'.

Review Request [Download submission](#)

Jozef Kostolny (jozef.kostolny@fri.uniza.sk) requested you to review the following submission for DT 2013.
You can use the menu on the right to download the submission.
The preferred way to submit reviews is through your EasyChair account. However, if you do not have one, or do not want to use it, you may use this page to answer the review request, and to download an offline review form, which you will need to fill in and send to Jozef Kostolny by email.

Submission Information

Paper 30	
Title:	TEST SUBMISSION YOYO
Category:	Reliability workshop

Response

To answer the review request, you should choose the appropriate action and edit a message to Jozef Kostolny. The message will be sent by email to Jozef Kostolny with a copy to you. Only Jozef Kostolny and you will have access to the text of the message. If you choose not to send the message, Jozef Kostolny will receive a notification about your decision. You can choose one of the following actions.

Agree to review
In this case you should select "I agree to review this submission". The message is optional.

Not agree to review
In this case you should select "I will not review it". The message is optional, however, you may think of suggesting names of other potential reviewers.

Postpone your decision
Select "I will decide later". The message is then required. You can, e.g., ask Jozef Kostolny for further information in the message.

Your decision (*): I agree to review this submission
 I will not review it
 I will decide later

Subject: Your review request for DT 2013 submission 30

Message:

Send message

Select and/or Send Message

How to access EasyChair review

Login into your account at EasyChair.

If you have used EasyChair before, **skip** to the next section.

If you have never used EasyChair before, **registration** is needed:

1. Navigate to the DT2013 EasyChair system at <https://www.easychair.org/conferences/?conf=dt2014>

2. Click 'sign up for an account'.

Sign in to EasyChair for DT 2013

Use your EasyChair account to sign in.

User name:

Password:

If you have no EasyChair account, [sign up for an account](#)
Forgot your password? [click here](#)
Problems to sign in? [click here](#)




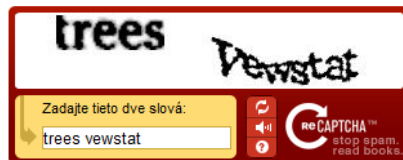
3. Write down the captcha code and click 'Continue'.

Signing up for EasyChair: Step 1

To use EasyChair, one should first create an account. This is done to prevent misuse of the system. The procedure for obtaining an account is the following.

1. You should type the two words that you see in the image below and click on "Continue".
2. If you type the words correctly, you will be asked to fill out a simple form with your personal information.
3. After you filled out the form, EasyChair will send you an email with a link that you can use to create an account.

Please enter the words you see in the box, in order and separated by a space. Doing so helps prevent automated programs from abusing this service. If you are not sure what the words are, either enter your best guess or click the reload image  next to the distorted words.



4. Fill out your name and email address and click 'Continue'.

Signing up for EasyChair: Step 2

Please fill out the following form. The required fields are marked by (*)

Note that **the most common reason for failing to sign up is an incorrect email address** so please type your email address correctly.

First name[†] (*):

Last name (*):

Email (*):

[†] Note: leave first name blank if you do not have one. If you are not sure how to divide your name into the first and last name, [read the Help article about names.](#)

You may also be interested about [our policy for using personal information.](#)

5. You will be sent a confirmation email containing a link to continue your registration. Click the link.

- Complete your registration by providing all required information. Then click 'Create my account'.

User names are case-insensitive

User name (*):

Password (*):

First name^(*):

Last name (*):

Company/organisation (*):

Homepage:

Phone (*):

Address, line 1 (*):

Address, line 2:

City (*):

Post code (*):

State (US only) (*):

Country (*):

Password (*):

Retype the password (*):

Create my account

(*) Note: leave first name blank if you do not have one. If you are not sure how to divide your name into the first and last name, [read the Help article about names](#).
 You may also be interested about [our policy for using personal information](#).

Now that you have an EasyChair Account:

- Navigate to the DT2013 EasyChair system at <https://www.easychair.org/conferences/?conf=dt2014>
- Sign in using your username and password.

DT 2014 (chair) [Help](#) [Sign out](#)

Submissions | Reviews | Status | Assignment | PC | Events | Email | Administration | DT 2014 | Alerts | EasyChair

DT 2014 Login for Jozef Kostolny [Donate to EasyChair](#)
[Download conference calendar](#)

Jozef Kostolny, welcome to EasyChair! You are logged in as chair.
 This session will expire after two hours of inaction.
 If you log in and cannot find information you are looking for, for example, you are a PC member but EasyChair only recognizes you as an author, please read the [Help page on frequently asked questions](#).

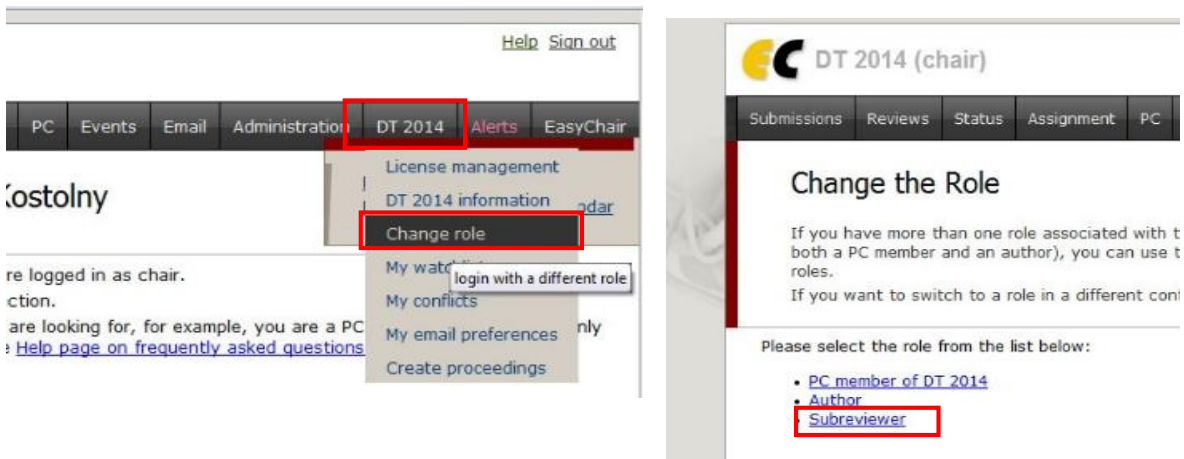
Conference Information

Acronym of the event:	DT 2014
Name of the event:	The 10th International Conference on Digital Technologies 2014
Web site:	http://dt.fri.uniza.sk/
Submission page:	https://www.easychair.org/conferences/?conf=dt2014
Program committee login page:	https://www.easychair.org/conferences/?conf=dt2014

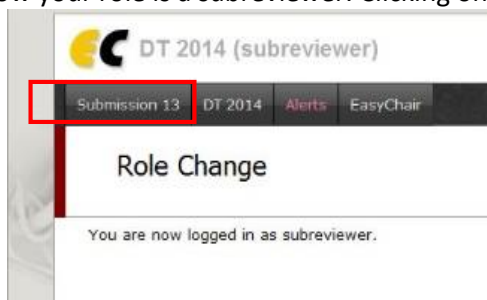
Important Dates

description	dates
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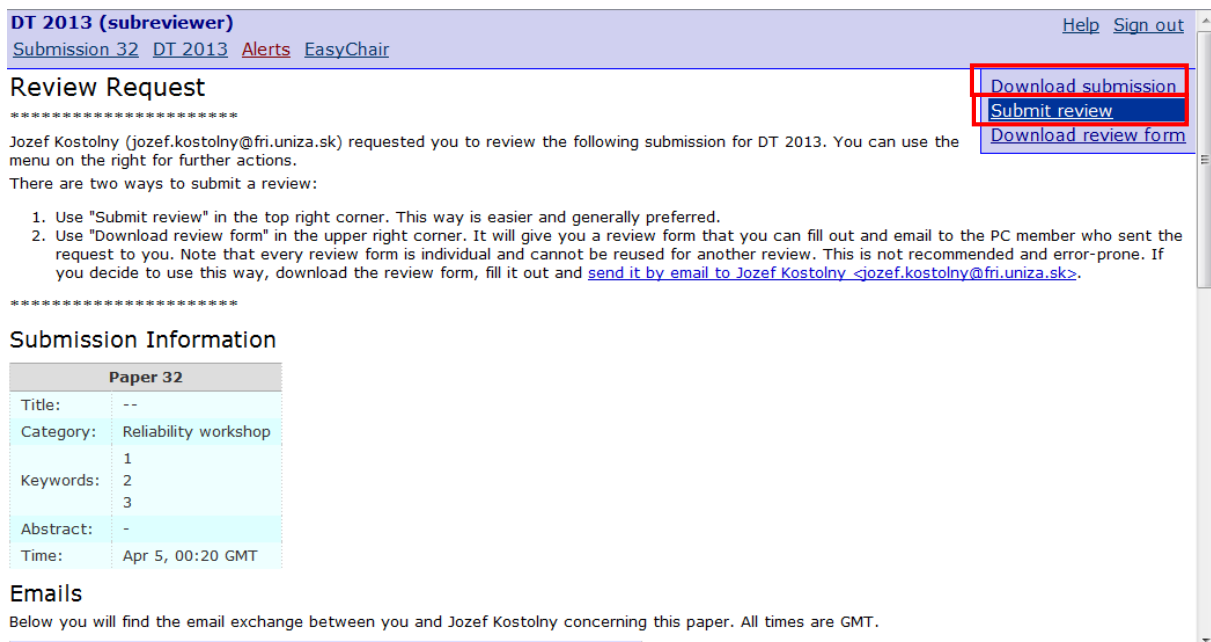
3. Click 'Change role' in menu and select by clicking 'subreviewer' role.



4. Now your role is a subreviewer. Clicking on 'Submission XY' in menu to go to 'Review request' page.



5. In Review request you can download submission by clicking 'Download submission' or open a review form clicking on 'Submit review'.



6. Click 'Submit review' to submit a form.

DT 2013 (subreviewer) [Help](#) [Sign out](#)
[Submission 32](#) [DT 2013](#) [Alerts](#) [EasyChair](#)

Add New Review on DT 2013 Submission 32

Fill out the following form and click "Submit Review"
When you submit your review, Jozef Kostolny will receive a notification by email.
You cannot add attachments to your review using this form. To attach a document to your review, you should email it to Jozef Kostolny.

Paper information

Title:	--
Category:	Reliability workshop
Authors:	Jozef Kostolny
PC member:	Jozef Kostolny

Evaluation

Overall evaluation
<input type="radio"/> 3: strong accept
<input type="radio"/> 2: accept
<input type="radio"/> 1: weak accept
<input type="radio"/> 0: borderline paper
<input type="radio"/> -1: weak reject
<input type="radio"/> -2: reject
<input type="radio"/> -3: strong reject
Reviewer's confidence
<input type="radio"/> 5: (expert)
<input type="radio"/> 4: (high)
<input type="radio"/> 3: (medium)
<input type="radio"/> 2: (low)
<input type="radio"/> 1: (none)

Review

Review (*) Please provide a detailed review, including justification for your scores. This review will be sent to the authors unless the PC chairs decide not to do so. This field is required unless you have an attachment. <input type="text"/>
Confidential remarks for the program committee If you wish to add any remarks intended only for PC members, please write them below. These remarks will only be seen by the PC members having access to reviews for this submission. They will not be sent to the authors . This field is optional. <input type="text"/>